

17 Aug 06

MEMORANDUM

From: Food Service Officer, U. S. Naval Station Rota, Spain

Subj: DoDDS FREE AND REDUCED PRICE MEAL APPLICATIONS

The Food Service Officer (FSO) is currently accepting Free and Reduced Price Meal applications for the 2006/2007 school year. I encourage everyone to submit their applications early to avoid overpayment of meals. This program can be of great benefit to those families who qualify.

Your application and supplemental income worksheet will be used in conjunction with the income eligibility guidelines of Hawaii to determine whether or not you qualify for the program. The supplemental income worksheet gives a detailed description of what is and isn't used in the calculation of your income.

All forms can be obtained from the FSO or DGF Elementary and High School Administration Offices. Once you've completed your application and supplemental income worksheet, please return them, along with your latest copy of the Leave and Earnings Statement (LES), to the FSO at the NAVSTA Gateway Galley. The FSO will then determine your eligibility based on the information you have provided. The FSO is available on Tuesday and Thursday afternoons from 1300 to 1700.

The information contained in your application is subject to verification at any time during the year. If your financial or household status changes, you are required to notify the FSO immediately.

All information provided will be kept confidential and is subject to the Privacy Act. For any questions or concerns, please feel free to contact the FSO at ext.1407, or by email at Danielj@navsta.rota.navy.mil.